

PROGRAM: **Accounting and Related Services**

PROGRAM **52.0300**
CIP CODE:

DESCRIPTION: The **Accounting and Related Services** instructional program prepares students to provide technical support to professional accountants and other financial management personnel. In addition, students will possess the foundation skills needed for postsecondary studies in any area of business. Instruction includes general accounting principles and practices, posting transactions to accounts, record keeping systems and accounting software operation. An integrated approach to teaching and learning is recommended as students develop interpersonal relations, career development skills and technical knowledge and skills associated with functions essential for a business operation. Students completing this program will be prepared to participate in teams and implement effective solutions to problems and business-related issues. The program is designed and delivered as a coherent sequence of school-based and work-based supervised learning. Students learn leadership skills and develop their leadership abilities through participation in the state-recognized Career and Technical Student Organization, FBLA.

RECOMMENDED PROGRAM SEQUENCE OF COURSES:

Career Preparation The following describes the recommended sequence of courses developed from industry-validated skills necessary for initial employment or continued related education. All Career Preparation state-designated Accounting and Related Services standards are addressed in this instructional sequence.

Schools with ADE approved Accounting and Related Services programs will utilize all of the industry-validated state standards for Accounting and Related Services in the design and delivery of the following recommended sequence of courses.

52.0300.10 **Introduction to Business & Accounting:** This course is recommended for students who have an interest in business and a desire to understand the financial aspects of business organizations. Students will be introduced to general accounting principles and practices. A computer with business applications software is used by students to perform business tasks.

-and-

52.0300.20 **Basic Accounting:** Students enrolled in this course will develop skills and knowledge required to compute, classify and record numerical data, to keep accurate financial records for corporations and other forms of business. A computer with business applications and accounting software is used by students to perform accounting and related business tasks.

-and-

One or more of the following courses will be included in the coherent sequence of courses for this instructional program:

52.0300.30 **Advanced Accounting:** Students will apply their knowledge of accounting to integrated learning experiences allowing students to demonstrate the full range of Accounting and Related Services State standards through projects/simulations/school-based enterprise experiences. A computer is an essential tool for students in this class to effectively complete accounting tasks and financial analysis activities.

And program may elect to add:

52.0300.75 **Accounting and Related Services - Internship:** This course provides students an opportunity to apply previously developed accounting knowledge and skills while participating in a structured work experience. Students may be paid or unpaid for their work experience.

-or-

52.0300.80 **Accounting and Related Services - Cooperative Education:** This experience is designed to provide students with both school-based and work-based learning. Training plans and training agreements are based on previously developed accounting knowledge and skills. Students generally work a minimum of 15 hours a week.

TEACHER CERTIFICATION REQUIREMENTS FOR THE ACCOUNTING AND RELATED SERVICES PROGRAM

CAREER PREPARATION: The instructor must be CTE certified according to the following table

Accounting and Related Services	CERTIFICATES
	Types: PCTBM, SCTBM
Note: <ul style="list-style-type: none"> ▪ Accounting and Related Services, 52.0300.70 may be a part of the sequence and the teacher must hold a Cooperative Education Endorsement (CEN). ▪ Teacher/Coordinator 52.0300.75 is not required to have a Cooperative Education Endorsement (CEN). ▪ Teacher/Coordinator 52.0300.80 is required to have a Cooperative Education Endorsement (CEN). 	

CERTIFICATE ABBREVIATIONS FOR THE ACCOUNTING AND RELATED SERVICES PROGRAM
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Certificate Types	
PCTBM	Provisional Career and Technical Education Business and Marketing
SCTBM	Standard Career and Technical Education Business and Marketing